



# APPLICATION FOR 2021-22 Evidence-Based Tools Training Lead Agency

Issued by:  
STATE OF WISCONSIN  
DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Safety and Permanence  
Bureau of Youth Services

This package provides information needed to apply to serve as the lead agency, in partnership with the Wisconsin Juvenile Court Intake Association, for training Wisconsin youth justice professionals throughout the state to become trainers in evidence-based tools that workers may use with justice-involved youth. These trainings serve the overall purpose of **"improving community-based juvenile delinquency-related services"** as allowable under Youth Aids.

**Applications must be submitted electronically to**  
**[DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov)**  
**no later than November 10, 2021, 5:00pm CST**

**An email will be sent out on November 11, 2021 from [DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov) confirming receipt of application.**

For further information regarding this application  
Contact YJ Policy Coordinator  
[DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov)  
608-333-2440

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## Introduction

This is an opportunity to serve as the lead agency, in partnership with the Wisconsin Juvenile Court Intake Association, for training Wisconsin youth justice professionals from throughout the state to become trainers for evidence-based tools that workers statewide may use with justice-involved youth (a “train the trainer” model). These trainings serve the overall purpose of “improving community-based juvenile delinquency-related services” as allowable under Youth Aids.

## History & Background

Under [Wis. Stats. sec. 48.526\(3\)\(e\)](#), DCF can carry forward unused Youth Aids funds (underspending) from one calendar year to the next two calendar years. Greater than expected underspending in CY2016 and a desire to bolster the state’s [Youth Justice vision and strategic planning](#) work prompted DCF to invite applications for the first round of YJ Innovation Grant funding in fall of 2017. YJ Innovation Grants have continued through four grant cycles. In the 2021-2022 cycle, all applicants were awarded funds and funds remained available. A portion of remaining available funds are being used for this opportunity to enhance youth justice service delivery statewide.

The Wisconsin Juvenile Court Intake Association (WJCIA) is a professional organization established to provide support, training and a common sense of purpose for county juvenile court intake workers. The WJCIA works to establish professional and educational standards for intake workers, provide informed input into policy and statute development, advocate for increased professionalism in the field of juvenile court intake, and advocate for the rights of people involved with the child welfare and juvenile justice systems. Over the past several years, WJCIA has sponsored and coordinated trainings for youth justice professionals in the use of evidence-based tools designed to meet the assessed needs of youth involved in the justice system. WJCIA seeks to expand and enhance these opportunities through use of a “train the trainer” model.

## Eligibility

As the YJ Innovation Grants are repurposed Youth Aids funds, only Wisconsin county human service agencies are eligible to apply for this grant opportunity. The agency awarded funds will act as the lead/fiscal agency, in partnership with WJCIA, to expand Wisconsin’s capacity for use of evidence-based tools by training Wisconsin youth justice professionals to be trainers in use of these evidence-based tools, followed by offering of these trainings to train youth justice professionals throughout the state (“train the trainer” model).

Counties are eligible to apply for this opportunity without regard to current or previous receipt of a Youth Justice Innovation Grant, and receipt of funds under this application will not impact eligibility for future Innovation Grants.

## Project Requirements

All project applications must satisfy the following requirements:

- Partner with WJCIA on developing and implementing a train the trainer model for evidence-based tools for youth justice professionals.
- Act as fiscal agent in paying any expenses associated with contracting for trainers, supplies, travel costs, stipends, and other related costs as agreed upon with WJCIA; and claim reimbursement for said expenses from DCF in accordance with contract requirements.
- Make the training opportunities funded by this project available to youth justice agencies across the state.

At a minimum, counties should address the following in their application:

- **Project Description** – Describe the goal of your application and how it aligns with the project requirements. Briefly summarize the key features, activities, or elements of your proposed initiative and how they are connected to the goal of your application.
- **Reporting Plan**– Describe how your organization will collect quantitative and qualitative data on the types and number of services provided under the grant. If your county plans to subcontract funds to other agencies, describe your plan to obtain accurate quantitative and qualitative data from the subcontractors.
- **Sustainability** – Describe how the project partners intend to continue the project beyond DCF funding.



- **Budget Proposal** – Use Part III of the application to describe how you intend to use the level of funding you are seeking. You may use estimates where appropriate.

## Funding and Contract Terms

Funding will be awarded for a contract period ending December 31, 2022. No extensions or carryover of funds will be permitted. Applicants should provide information on how the training on evidence-based tools will be continued and sustained beyond the grant period.

Total funding awarded will not exceed \$40,000. Please use the budget sheet in part III of the application to describe anticipated spending related to your proposal.

State statute specifies that Youth Aids funding granted to counties shall be used to purchase or provide “community-based juvenile delinquency-related services.” The trainings to be provided under this project fulfill that purpose.

## Evaluation

Applications will be reviewed by an evaluation committee and scored against the stated criteria. Applications that do not address all application requirements will not be considered. The evaluation committee’s scoring will be tabulated, and applications ranked based on the numerical scores received.

DCF’s evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this application. Applicants may not contact members of the evaluation committee except at DCF’s request.

The applications will be scored using the following point system:

Criteria	Points
Project Description	55
Reporting Plan	15
Sustainability Plan	20
Budget Proposal	10
<b>Total Points</b>	<b>100</b>

## Award

Upon completion of the evaluation process, DCF shall compile the final scores for each response. Contract awards will be granted to the highest scoring applications.

## Timeline/Calendar of Events

October 20, 2021: Application posted to <https://dcf.wisconsin.gov/yj>

November 10, 2021: Application period closes at 5:00pm CT

November 11, 2021: [DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov) confirms receipt of application

### *Scoring period*

November 2021: *Announce Intent to Award*

*1:1 Pre-Award Meeting scheduled with Youth Justice Policy Coordinator*

*Contracts Routed for Signature*

December 2021: Funds available for Evidence-Based Tools Training Lead Agency

## 2021-22 Evidence-Based Tools Training Lead Agency Application Form

**Use of form:** Use of this form is mandatory. If the requested information is not provided, the department will be unable to process your application. Personal information you provide may be used for secondary purposes [Privacy Law, §.15.04(1)(m), Wisconsin Statutes].

Application # <b>437003-C22-0001915</b>		Title <b>Evidence-Based Tools Training Lead Agency</b>	
Description of Services <b>The agency awarded funds will act as the lead/fiscal agency, in partnership with the Wisconsin Juvenile Court Intake Association, in training Wisconsin youth justice professionals from throughout the state to become trainers for evidence-based tools that workers statewide may use with justice-involved youth (a "train the trainer" model).</b>			
Eligible Applicants <b>County youth justice agencies, regardless of current or prior receipt of a YJ Innovation Grant.</b>			
Issue Date <b>October 20, 2021</b>		Due Date <b>November 10, 2021 by 5:00pm</b>	
DCF Contact Name <b>Alana Peck</b>	DCF Contact Phone <b>608-333-2440</b>	DCF Contact Email <a href="mailto:dcfyj@wisconsin.gov">dcfyj@wisconsin.gov</a>	
Grantees will be expected to sign a contract. Most will be signing the DCF Standard Contract. For situations where the Standard Contract is not required, the DOA Standard Terms and Conditions will apply. Some awarded applicants may be asked to establish their financial stability. Samples of all can be found on our DCF Grant Opportunities Page. <a href="https://dcf.wisconsin.gov/doingbusinesswith/applications">https://dcf.wisconsin.gov/doingbusinesswith/applications</a>			

## I. APPLICANT INFORMATION

Legal Applicant/Organization Name		Telephone Number
Applicant Contact Name		DUNS Number
Applicant/Organization Mailing Address (Street, City, State, Zip Code)		
Applicant Contact Email Address		
<p align="center"><b>We certify that everything in the application is true to the best of our knowledge and we will adhere to the requirements of the application and the resulting contract.</b></p>		
Name of County Human Service Director:	Email of County Human Service Director:	Phone of County Human Service Director:
Signature of Company Representative:		Date Signed

## II. PROJECT AREA REQUIREMENTS (90 points)

**INSTRUCTIONS:** Please address the questions corresponding with your desired project area in a separate document. Responses should not exceed 2 pages. Please label your responses with the corresponding number and letter.

### 1. Project Description (55 points)

- Describe the goal of your application and how it aligns with the objective of this project.
- Describe the target population your project will serve.
- Describe the evidence-based tools that will be trained.
- Briefly summarize the key features, activities, or elements of your proposed initiative and how they are connected to the goal of your proposal.

### 2. Reporting (15 points)

- Describe how your organization will collect quantitative and qualitative data on the types and number of services provided under the grant. If your county plans to subcontract funds to other agencies, describe your plan to obtain accurate quantitative and qualitative data from the subcontractors.

### 3. Sustainability Plan (20 points)

- Describe how agency leadership and/or project partners plan to sustain the project beyond the conclusion of DCF funding.

### III. BUDGET PROPOSAL (10 points)

**INSTRUCTIONS:** Use the chart below to describe how you intend to use the level of funding you are seeking. You may use estimates where appropriate.

Funding Amount Requested	
<b>Personnel</b>	
If expenses expected in this category, please briefly describe.	Sub-Total
<b>Supplies, Monitoring, Training, and Other Operating Expenses</b>	
If expenses expected in this category, please briefly describe.	Sub-Total
<b>Consultant and/or Sub-Contractor Expenses</b>	
If expenses expected in this category, please briefly describe.	Sub-Total
<b>Other Expenses</b>	
If expenses expected in this category, please briefly describe.	Sub-Total

**Please submit completed applications via email to [DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov) by 5:00pm on Wednesday, November 10.**

Confirmation of receipt of application will be sent no later than 3:00pm on Thursday, November 11..